



Capital Planning Committee

Capital Plan for FY2021 (July 1, 2020 – June 30, 2021)
5-Year Plan for FY2021 – FY2025

Date: Thursday, October 3, 2019

Time: 5pm-7pm

Location: Town Manager's Conference Room, Arlington Town Hall Annex, 730 Mass Ave.

Minutes

Attendance: Stephen Andrew,
Joseph Barr,
Ida Cody,
Charlie Foskett,
Phyllis Marshall,
Michael Mason,
Angela Olszewski
Sandy Pooler,
Brian Rehrig,
Julie Wayman, Management Analyst,
Timur Kaya Yontar.

Not in attendance: Chris Moore.

Meeting Opened: Mr. Yontar called the meeting to order at 5:02pm, and committee members introduced themselves since some members were not in attendance at the September 19, 2019 meeting. The minutes of the meeting of September 19, 2019 were unanimously approved.

Facilities Department: Jim Feeney, who is the Assistant Town Manager and the Interim Facilities Director, provided a summary of the current status and activities of the Facilities Department following the departure of Steve Nesterak. Mr. Feeney noted that he has been working from Facilities for less than a month and has mostly been focusing on Arlington Public Schools issues, along with some issues related to work at Town Hall. He also noted that he recognizes that many departments don't have a very detailed basis for their facilities-related budget numbers, and many of those estimates have not been ground-truthed or vetted in detail. Mr. Yontar pointed out that the Committee wants to make sure that all building-related projects have been reviewed by Facilities, and that departments

are receiving appropriate guidance and support on their projects. Mr. Feeney provided the following information about specific departments:

- The Police Department recently reached out to Facilities for assistance.
- The Fire Department is expected to reach out soon to Facilities for assistance.
- He confirmed to the subcommittee reviewing the Recreation/Rink budget that there does not appear to be an immediate need to replace the boilers at the rink, but that there does appear to be a more immediate need for work on the chillers. He also indicated that they will be looking at the opportunity for solar panels on the roof of the rink.
- The Parmenter School and the Dallin Library are now overseen by Facilities.

Mr. Foskett asked whether there is a management software in place for buildings. Mr. Feeney said that they are using Dude Solutions for preventive building maintenance and work order management. This system had been put in place and then was shut down for a period of time, but they are now in the process of reactivating the system and making sure the data is up to date. To avoid overloading this system moving forward, access will be limited to key staff who are trained and understand the system.

Mr. Yontar asked whether leftover funds from the Community Safety Building improvement could be used for other improvements. Mr. Feeney replied that Facilities is looking into this possibility, for the following purposes:

- Retrofitting the elevator to make sure it has ADA-compliant door sensors.
- Adding a pushbutton to make the door on the Mystic Street entrance accessible.
- Repaving the parking lot. Mr. Feeney noted that they have an estimate for doing this in asphalt, but given the vehicle loads in this area, it may need to be done in concrete, which will be considerably more expensive.
- Mr. Feeney also noted that the Main Fire Station will need exterior waterproofing in the future, but that a budget number has not yet been determined.

Mr. Rehrig said that in the past, there was struggle with the review process and overall relationship between Facilities and other departments. He said that departments should be responsible for consulting with Facilities and that the subcommittees should check that when they meet with individual departments. Mr. Pooler confirmed that this is consistent with the direction provided by the Town Manager to department heads. Mr. Yontar reiterated that departments should be coordinating with Facilities before they make their capital requests. Mr. Feeney said that it is also Facilities' job to help departments anticipate the not-so-obvious repair needs, not just the ones that are visually obvious (Mr. Rehrig provided the example of roof replacements at the Fire Department facilities, which shouldn't wait to happen until the roof actually starts to leak). Ms. Marshall agreed that this collaborative relationship is important to all building projects, regardless of the size or complexity.

Mr. Andrew asked about the role that Facilities will play in more significant building renovation/rebuilding projects like the Central School. Mr. Feeney said that the Permanent Town Building Committee will be involved, but he is still too early in his interim position to have the full perspective on how this will work going forward. One key role for Facilities is

to make sure that building specifications are standardized so that systems are the same and buildings can be more easily maintained going forward. Mr. Foskett noted that Town Meeting had voted to require LEED compliance for Town buildings, and asked whether this is in place. Mr. Feeney indicated that the requirement generally applies to new buildings (and also to major renovations) but that the Town thinks about energy efficiency in all building projects and has engaged with the energy manager from the Planning and Community Development Department to make sure this happens.

Mr. Pooler noted that Mr. Feeney will be in charge of Facilities at least through 2020 Annual Town Meeting, and will make recommendations during that period to the Town Manager on changes that may be needed to further solidify the management and operations of the department. At this point, Mr. Feeney may decide to stay in this role or the Town may decide to hire another Director. Mr. Foskett noted that there is a need for institutional stability in terms of structures, policies, and procedures to make sure that the Facilities Department is successful going forward, and Mr. Pooler agreed.

Community Safety Subcommittee Report-Fire Department: Mr. Yontar said that the meeting with new Fire Chief went well and that Chief Kelley seemed to have a good handle on the capital needs of the department. The Committee discussed the following FY21 requests:

- Ambulance Replacement (increased from prior estimate of \$260,000 to \$302,000 based on an updated quote). Ms. Cody asked whether this is funded from the Ambulance Revolving Fund, and Mr. Rehrig answered that this is the case, and the funding is either provided in cash or bonded against the fund, depending on the fund balance available. Ms. Marshall asked where the ambulances are located and Mr. Yontar said that they are at the Main Fire Station and the Highland Avenue Station. Mr. Barr asked whether the current quote is up-to-date (since it was received approximately a year ago), and Mr. Yontar indicated that it is based on FY21 costs.
- Firefighter Protective Gear (\$25,000, unchanged). The subcommittee indicated that this is the average yearly cost, which is now being allocated every year (as opposed to more intermittently as was done in the past). The money is not spent in even increments, since it is based partly on a regular replacement cycle and partly on when firefighters are recruited and retire.
- Extrication Equipment (\$30,000, unchanged). Some or all of this may be grant funded, but there is no guarantee that the Fire Department will receive this grant. Mr. Foskett asked how often these are used and whether they deteriorate based on use or on age, and wanted to better understand whether the 10-year replacement cycle could be extended if these are not heavily used. Mr. Yontar said that he was not sure and would find out more from the Fire Chief.
- Furniture Replacement (\$10,000, unchanged). No discussion.

The majority of the future year requests remain unchanged from the FY20 Capital Plan, other than the addition of a new item for FY25. The following items were discussed:

- The \$600,000 estimate for the Engine 4 Pumper Replacement is tentative and will likely go up once a detailed quote is available.

- Mr. Foskett asked whether the Thermal Imaging Cameras Replacement is based on actual use or the age of the equipment. Mr. Rehrig noted that there have been very significant advances in the technology since the current cameras were purchased, so this will significantly increase the functionality of the cameras. Ms. Marshall asked whether there had been grant funding available the last time for these purchases, and Mr. Pooler indicated that he wasn't sure whether grants had been used.
- Mr. Yontar clarified that the increased cost (\$280,000 to \$345,000) for the FY24 Ambulance Replacement reflects the expected purchase price in that fiscal year.
- The only new request is for a Vehicle Replacement in FY25 at a cost of \$49,000.

The subcommittee recommended the following sweeps and that the remaining prior year balances be kept:

- \$41,026.86 from the FY18 Engine #1007 purchase.
- 37¢ from the FY18 Rescue Boar Motor Trailer purchase.
- \$22,187.50 from the FY19 SCBA Compressor Replacement purchase.

Mr. Foskett asked whether there is need for any waterproofing and roof replacement work at the Park Circle Fire Station, and generally whether this building needs any future work. Mr. Yontar said that he wasn't sure, but he also said that it's possible that the needs of this location may not get evaluated as often because the Fire Chief spends more time at the Main Fire Station. He said that possibly the Facilities Department should play a role in evaluating these needs and Mr. Pooler said he would pass that along to Mr. Feeney. Mr. Pooler also noted that the Fire Department has publicly expressed their thankfulness for the capital improvements and overall financial support they have received from the Town.

The Committee voted unanimously to approve the recommendations in the subcommittee report (moved by Mr. Foskett, seconded by Mr. Andrew).

Administration Subcommittee Report-Select Board: The only items on the Select Board capital plan are the purchase of voting machines using funds from FY16 (\$3,200) and FY20 (\$114,000). This money is expected to be spent this fall, so the subcommittee recommended keeping all of the funds in the capital plan. The subcommittee also noted that there is no report on the status of website upgrades (which had been included in previous reports) because that money has been moved to the operating budget.

The Committee voted unanimously to approve the recommendations in the subcommittee report (moved by Mr. Foskett, seconded by Ms. Marshall).

Administration Subcommittee Report-Purchasing: There are no major changes to the capital plan for Purchasing, which consists of funding for copier replacements. The FY21 request was increased from \$45,435 to \$51,435 based on operational needs and efficiencies, particularly replacing six printers in the Treasurer's office with a single centralized machine (which should save money in the long term). The subcommittee recommended approving this change along with the requested amounts for FY22-FY25. In addition, the subcommittee recommended sweeping the outstanding amounts from FY17

(\$11,543.01) and FY18 (\$961.42), while keeping the amounts from FY19 (\$7,000.00) and FY20 (\$53,000.00).

The Committee voted unanimously to approve the recommendations in the subcommittee report (moved by Mr. Rehrig, seconded by Mr. Foskett).

Administration Subcommittee Report-Library: The Committee discussed the FY21 request for Minuteman Library Network (MLN) Equipment (\$51,698, increased from \$33,200 in the current capital plan), focusing on two main issues:

- The eligibility of the software licenses for capital, since they are a recurring yearly expense (although Ms. Marshall noted that this is less of an issue since the purchases are funded through cash not bonds). This is a standard practice for many software licenses and could be raised as an issue for a variety of IT purchases. The Committee decided that more information is needed about this question as a general policy issue, but that it should not hold up this specific item.
- A number of Committee members raised questions about the increase in the cost of this request by over \$18,000, and the fact that future year requests also appear to be significantly higher than estimated in the current capital plan. Mr. Pooler indicated that he would get additional information about these increases for the Committee to review.

The Committee also discussed the two library building projects:

- The renovation and addition to the Robbins Library (budgeted at \$980,000 in FY22 for design and \$10,290,000 in FY25 for construction). Mr. Foskett expressed concerns about the impact on library services during the work, and the lack of clarity about how and where the Robbins Library will provide services during construction. The Committee agreed that more information is needed on a variety of topics, including the “swing” location and associated costs, the soft costs that are not currently included in the estimate, any changes to the concept since the last time the Committee reviewed, and the overall budget numbers (which many members expect to increase).
- The replacement of the Fox Library (budgeted at \$680,000 in FY24 for design, with the ~\$8M construction cost not currently included in the plan). Mr. Rehrig pointed out that some additional money would likely be needed prior to design to complete/update the feasibility study, particularly since the scope of this project is not yet fully defined. Mr. Andrew asked whether there is truly a need to continue to provide services at this location, particularly since the other branch library (Dallin Library) was closed and is not planned to reopen. He indicated that although he understands that the Fox receives a good deal of use as a community center, he continues to question the need for a full library. Mr. Barr said that he thinks that this project needs to be considered in the context of a potential mixed-use project at this location, which would be more consistent with the Town’s Master Plan, as well as potentially helping to defray some of the costs. Mr. Andrew asked whether making this a mixed-use project could potentially interfere with obtaining Massachusetts Board of Library Commissioners funding (similar to the restrictions on the use of Massachusetts School Building Authority funds) and expressed some skepticism

about the challenges of getting a public-private partnership in place for a project like this. Mr. Andrew also suggested that Town needs to provide guidance and an overall policy decision about both whether a library is needed at this location and whether the Fox project should be a mixed-use public/private partnership. Mr. Barr suggested that the Town's Planning and Community Development Department could play a role in evaluating the options and recommending a path forward.

The subcommittee also recommended the following sweeps and that the remaining prior year balances be kept:

- \$3,802.83 from the FY15 RFID project.
- \$4,368.95 from the FY16 Heating/Cooling Water project.
- \$3,000.00 from the FY17 Roof Drainage project.
- \$10,000 from the FY18 Concrete Sidewalk project.
- 36¢ from the FY18 MLN Equipment purchase.

The Committee voted unanimously to hold approval of this report pending receiving additional information about the MLN Equipment purchase and the two library building projects (moved by Mr. Yontar, seconded by Mr. Rehrig).

Next Meeting: The Public Works and Recreation Subcommittee agreed to present the Recreation/Rink capital program status at the October 17, 2019 meeting of the Committee, and Mr. Yontar asked that other subcommittees develop a schedule for when they intend to be ready to present.

Meeting Adjourned: The meeting adjourned unanimously at 7:08pm (moved by Mr. Barr, seconded by Mr. Yontar).